



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-404

Section	Effective	Replaces
CONTRACT ADMINISTRATION AND TRANSACTIONS	DATE	PRO-E-7 6-1-99
Title	Page	
STANDARD TERMS AND CONDITIONS	1 of 1	

SCOPE:	The purpose of this policy is to establish authority for the development and administration of standard terms and conditions in state procurement.
POLICY:	<p>Unless waived by the Department, all official sealed bids and proposals shall contain all standard terms and conditions as established by the State Bureau of Procurement, form DOA-3054: Standard Terms and Conditions (Request for Bids/Proposals). All purchase orders shall also contain terms of DOA-3054A: Standard Terms and Conditions (Purchase Order).</p> <p>All official sealed bids and proposals for contractual services shall contain form DOA-3681: Supplemental Standard Terms and Conditions for Procurements for Services.</p>
PROCEDURE:	<p>I. Form and Format</p> <p>A. Agencies will use the most current versions of the forms identified above in solicitations and subsequent contracts.</p> <p>B. Alternatively, agencies may incorporate these standard terms and conditions into its contract template where the agency has established additional terms that also apply to their contractual relationships.</p> <p>II. Modifications During Negotiation</p> <p>Generally, agencies are not allowed to modify or negotiate state standard terms and conditions. Any exceptions taken must be authorized by the procuring agency's legal counsel or other designated contracting authority.</p>
REFERENCE:	<p>DOA-3054: Standard Terms and Conditions (Request for Bids/Proposals)</p> <p>DOA-3054A: Standard Terms and Conditions (Purchase Order)</p> <p>DOA-3681: Supplemental Standard Terms/Conditions for Services</p>



Legal Authority

Wis. Stats. 16.71(1)
Wis. Admin. Code Ch. Adm 7.01

Authorized:
Sara Redford, Director
State Bureau of Procurement

Agencies Affected: All, unless otherwise noted